

July 1, 1964

JOINT COMMITTEE ON ATOMIC ENERGY
PROCEDURES FOR THE PHYSICAL TRANSMISSION OF
CLASSIFIED DOCUMENTS

This notice supersedes previous communications with regard to the procedures approved by the Joint Committee on Atomic Energy for the delivery and pick-up of classified material to and from its offices. In all cases where documents are to be transmitted, it is requested that the following steps be observed:

1. All classified material shall be delivered to the Joint Committee offices (designated as Suite AE-1 Capitol Building). In no case is a classified document addressed to the Chairman or any other Member to be delivered to his Congressional Office.
2. Upon arrival in the Joint Committee offices, your courier or messenger will advise the receptionist in Suite AE-1, Room H-403 that he is delivering, or picking up a classified document. The receptionist will contact a Joint Committee staff member in the exclusion area authorized to accept delivery of a classified document.
3. The staff member authorized to accept delivery of classified material will meet your courier or messenger at the guard desk where he will be required to identify himself and sign the JCAE log book. The staff member will list the time of his arrival and escort him to the Classified Control office in the exclusion area.
4. Upon arrival in the Classified Control Office, your ~~courier~~ or messenger will physically deliver the envelope containing the classified material to the staff member and receive a signed envelope receipt (affixed by the originating agency to the outside of the envelope).
5. The staff member will escort your courier or messenger to the guard desk and will record a time-out entry in the JCAE log book.

It should be emphasized that the physical transmission of the document must take place within the Classified Control Office. Under no circumstances should a classified document be left either with a staff member in the unrestricted area, or with the policeman on duty at the Joint Committee offices.

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Normally only two staff members (Miss Helena A. Higgins and Mr. Richard S. Kimmel) accept classified material. There are, however, other staff members who have authority for this purpose. The following individuals have authority to accept delivery of classified material:

1. Helena A. Higgins
2. Richard S. Kimmel
3. Mamie E. Eanes
4. Norma A. Doellinger
5. Esther Law
6. George Murphy
7. Edward J. Bauser
8. John T. Conway

Any one of these individuals will display credentials upon request.

The Joint Committee accepts complete responsibility for all classified documents delivered in accordance with the above described procedure. However, we cannot and will not accept any responsibility whatever for classified documents left by a courier or messenger in the unrestricted area of our offices, or in offices other than our own, or with individuals other than those listed above.

It is requested that the Joint Committee be supplied with a current list of your couriers and messengers, together with a photograph of each and designation (i.e., whether he is a T.S. courier, or a messenger whose authority extends to documents classified no higher than secret.)

It is further requested that you also furnish the Joint Committee with a list of your staff members who are authorized to accept delivery of classified material.